

DEPARTMENT OF THE NAVY
Chief of Naval Education and Training
250 Dallas St
Pensacola Florida 32508-5220

CNETINST 1550.9D
ETIS12
16 November 1998

CNET INSTRUCTION 1550.9D

From: Chief of Naval Education and Training
To: All Ships and Stations (Less Marine Corps field addressees not having Navy personnel attached)

Subj: MANAGEMENT OF THE DEFENSE LANGUAGE PROGRAM

Ref: (a) OPNAVINST 1550.7B
(b) OPNAVINST 1550.10
(c) OPNAVINST 1000.16J
(d) MILPERSMAN Article 6650100
(e) BUPERSMST 1070.27
(f) OPNAVINST 7220.71)

Encl: (1) Sample Format for Requesting Language Tests
(2) Language Identification Codes
(3) Defense Language Relational Matrix

1. Purpose. To publish information concerning the Defense Language Program. This instruction has been revised completely and should be read in its entirety.

2. Cancellation. CNETINST 1550.9C.

3. Information. The Secretary of the Army is Executive Agent for the Defense Foreign Language Program under public law and Department of Defense (DOD) directives. The Secretary of the Air Force is Executive Agent for the Defense English Language Program under public law and DOD directives. The Navy Service Program Manager, Chief of Naval Operations (CNO) (N13F), determines requirements. The Chief of Naval Education and Training (CNET) is responsible for execution of the program following references (a) through (e). The Commanding Officer, Naval Education and Training Professional Development and Technology Center (NETPDTC) (N3217), Pensacola, FL administers the Navy Language testing program. This program consists of the Defense Language Aptitude Battery (DLAB) test,

the Defense Language Proficiency Test (DLPT), and the Defense Language Reading Proficiency Test (DLRPT).

4. Action. All language training under the program shall be conducted per references (a) through (e) and this instruction. The Navy's language program shall be managed as follows:

a. Resident Foreign Language Training. Resident foreign language training is conducted by the Defense Language Institute, Foreign Language Center (DLIFLC), Monterey, CA. It is provided for active duty U.S. Navy personnel in preparation for validated and coded billets which, per reference (c), require a working or professional proficiency in a foreign language. Persons who are selected for duty in such billets will be ordered to any necessary language instruction first. CNET (SHOP) inputs schedules and quotas into Navy Integrated Training Resources and Administrative System (NITRAS) based on requirements and quota confirmations submitted by CNO (N13F) per reference (a), except for quotas managed by the Defense Language Institute. The Navy's Foreign Language Service Program Manager (SPM) has the following mailing/message address:

CHIEF OF NAVAL OPERATIONS
ATTN FOREIGN LANGUAGE SERVICE
PROGRAM MANAGER
CNO N13
FB 2 NAVY ANNEX
WASHINGTON DC 20370-5221

CNO WASHINGTON DC/N13//

b. Resident English Language Training (ELT). CNO (N13F) coordinates with the Defense Language Institute, English Language Center (DLIELC), Lackland Air Force Base, Texas 78236-5259 for ELT for foreign personnel per reference (b) and directives on foreign military training.



c. Nonresident Language Training

(1) Nonresident Foreign Language Programs are conducted to satisfy mission and/or job-related requirements. They are conducted normally for achievement of elementary proficiency or maintenance/enhancement of linguist proficiency. Courses may be full or part time, on or off duty, group or self study, mandatory or voluntary, and inhouse or contracted. Additional program information and procedures for requesting required foreign language training programs are contained in references (a) and (b).

(2) Nonresident English Language Programs. Nonresident programs in English as a second language for U.S. military personnel are conducted to facilitate further military training and professional development. Proficiency objectives of nonresident English language programs will be based on the special requirements of the sponsoring command and subject to the time and resources available. Courses may be full or part time, on or off duty, group or self study, mandatory or voluntary, and inhouse or contracted. American Language Course material is available from DLIELC.

(3) Self-Paced and Self-Instructional Learning. NETPDTC Regional Electronic Media Centers at Norfolk, VA and San Diego, CA are designated as Navy Language Program Supply Centers (NLPSCs). Printed materials (workbooks and audio cassette tapes called Head Start courses) are available from the nearest NLPSC to deploying afloat commands, and to certain personnel en route to an overseas command where the job necessitates an elementary knowledge of a foreign language. Video tapes are also available in certain languages for use on closed circuit video and video broadcasting.

(a) Requests for unclassified materials from deploying commands or individuals can be made by letter, message, FAX, E-Mail, or other media. Requests for classified materials should be on command letterhead only.

(b) Requestors should indicate language desired, loan dates, Unit Identification Code (UIC), command mailing address, point of contact, and phone number (DSN or commercial).

(c) Points of Contact

Commands/ships/squadrons stationed in San Diego can order locally from:

NETPDTC
REGIONAL ELECTRONIC MEDIA CENTER
921 WEST BROADWAY
SAN DIEGO CA 92132-5105

Commands/ships/squadrons not stationed in San Diego can order from:

NETPDTC
NORFOLK REGIONAL ELECTRONIC
MEDIA CENTER
9770 DECATUR AVENUE SUITE 250
NORFOLK VA 23511-3292

5. Defense Language Aptitude Battery (DLAB)

a. Purpose. The DLAB measures the aptitude for foreign language learning by the typical native English speaker. The DLAB may be administered to personnel who are:

(1) In the process of applying for foreign language training under the provisions of this instruction.

(2) Being screened for assignment to foreign language training.

(3) Applying for conversion to Cryptologic Technician Interpretive (CTI)

(4) Applying for the Olmstead Scholarship Foundation Program.

(5) Applying for the Personal Excellence Program (PEP).

b. DLAB Control Officer (DLABCO).

DLABCOs hold DLAB test material and answer keys. For new recruits, the Military Entrance Processing Stations' Enlisted Classification Units have a DLABCO who retains and administers the DLAB tests. Commands that do not have a DLABCO may order the DLAB as listed below.

c. Ordering. If a copy of the DLAB is required and not available locally, submit a letter request (per enclosure (1)) to:

COMMANDING OFFICER
NETPDTC N3217
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5126

This letter should state the taker's name, rank, social security number; the UIC of requesting command; the reason for the request; and the command's point of contact and phone number (DSN or commercial) and be marked "For Official Use Only - Privacy Act Sensitive".

d. Testing

(1) **Handling.** Test materials will be handled per reference (d). Testing will be monitored by qualified personnel following or under the instructions contained in the DLAB Administration Manual.

(2) **Listening Requirements.** A standard cassette tape recorder is required for administration of the DLAB.

(3) **Return.** All NETPDTC test materials and answer sheets must be properly returned to NETPDTC (N3217) within 45 days. If the test materials are lost or compromised, a report must be submitted to CNO (N13F) following the procedure in reference (d). A copy of the report should also be sent to NETPDTC (N3217).

e. Scoring

(1) NETPDTC will score the DLAB test(s) and forward test results per reference (e) to the

originator of the request and/or the command to which the service member is attached, with a copy to:

(a) Navy Personnel Command
(NAVPERSCOM) Officer Qualification Section

NAVY PERSONNEL COMMAND
NPC 312G
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-3120

(b) NAVPERSCOM Records Management and Operations Section

NAVY PERSONNEL COMMAND
NPC 313C1
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-3130

(c) DLIFLC

OFFICER IN CHARGE
AT-INTLO
NAVAL SECURITY GROUP DETACHMENT
412 RIFLE RANGE ROAD
MONTEREY CA 93944-5006

(d) CNO (N13F)

(2) DLABCOs will score the DLAB test(s) and report test results per reference (e) to NPC 313C1 with copies to NPC 312G, DLIFLC. and CNO (N13F).

f. Record Keeping. Upon receipt of DLAB result letter, commands will submit appropriate event/transaction. Local commands will file a copy of DLAB test results in the Officer Service Record (NAVPERS 1070/66), or in the case of enlisted personnel. make a Page 4 and a Page 13 entry in the service record indicating scores achieved on the test.

g. Dissemination of Answer Sheets. Only NETPDTC will double wrap and mail all scored answer sheets by registered mail to:

COMMANDANT
ATTN TEST CONTROL OFFICER
DEFENSE LANGUAGE INSTITUTE (DLI)
FOREIGN LANGUAGE CENTER
PRESIDIO OF MONTEREY CA 93944-5006

The inner packing material will be stamped with the following notation:

For Official Use Only
Test Material To Be Opened By Test
Control Officer Only

All other commands will destroy scored answer sheets after a 2-year retention (per reference (d)).

h. Subsequent Testing. Personnel desiring to retake a test must either wait 6 months or obtain a waiver from CNO (N13F). Commanding officers of prospective examinees must ensure that the requirement to wait 6 months is satisfied by screening entries in the Officer Service Record or, in the case of enlisted personnel, by screening Page 4 and Page 13 entries in the service record. A Test Administration Statement should be signed by each examinee stating that he/she has not taken a DLAB test within the past 6 months. This statement should be retained for 1 year in the examinee's service record.

6. Defense Language Proficiency Test (DLPT) and Defense Language Reading Proficiency Test (DLRPT).

a. Purpose. The purpose of the DLPT and DLRPT is to determine proficiency in a foreign language. Enclosure (2) contains languages available at NETPDTC.

b. DLPT Control Officer (DLPTCO). Any Naval Security Group Activity, Detachment, or Department or any Seal Team with a requirement to administer DLPTs may designate in writing to CNO (N13F) a DLPTCO. Recruit Training Command (Classifiers) and NR SECGRU JLTC DDO may also designate in writing a DLPTCO. DLPTCOs will hold DLPT and/or DLRPT material and answer keys for languages as determined by the

commanding officer. DLPTCOs will adhere to requirements stated in reference (d).

c. Ordering. Commands with DLPTCOs can order test material as required from NETPDTC (N3217). Refer to the address in paragraph 5c. All other commands will submit a letter request (per enclosure (1)) to NETPDTC (N3217). This letter should state the taker's name, rank, social security number, the UIC of requesting command; the reason for the request; and the command's point of contact and phone number (DSN or commercial) and be marked "For Official Use Only - Privacy Act Sensitive".

d. Testing

(1) Navy linguists are authorized to use any DLPT testing facility. If testing at other service sites, commanding officers must verify in writing to the testing facility that the member is eligible to take the test. If no testing facility is available, commands should contact the Commanding Officer of NETPDTC for assistance.

(2) **Handling.** Test materials will be handled per reference (d). Testing will be monitored by qualified personnel following or under the instructions contained in the DLPT/DLRPT Administration Manuals.

(3) **Listening Requirements.** There is a Listening Portion to each DLPT. A standard cassette tape recorder is required for administration.

(4) **Return.** All NETPDTC test materials and answer sheets must be properly returned to NETPDTC (N3217) within 45 days. If the test materials are lost or compromised, a report must be submitted to CNO (N13F) following the procedure in reference (d). A copy of the report should also be sent to NETPDTC (N3217).

e. Scoring. Enclosure (3) shows the relationship between DLPT/DLRPT scores and skill levels/proficiency definitions.

(1) DLPTs and DLRPTs administered and scored by DLPTCOs will be reported per reference (e) to NAVPERSCOM (NPC 313C1) with a copy to CNO (N13F). For validation purposes DLPTCOs will send all scored answer sheets together with a copy of the corresponding NAVPERSCOM report letter to:

COMMANDING OFFICER
NETPDTC N3222
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5237

This package must be double wrapped and mailed by registered mail. The inner packing material should be stamped with the same notation as in paragraph 5g.

(2) NETPDTC will score all other DLPTs and DLRPTs. NETPDTC will report test scores per reference (e) to the originator of the request and/or the candidate's command, with a copy to NAVPERSCOM (NPC 313C1) and CNO (N13F).

f. Record Keeping. Upon receipt of DLPT or DLRPT result letter, commands will submit appropriate event/transaction. Local commands will file a copy of DLPT and/or DLRPT test results in the Officer Service Record (NAVPERS 1070/66) or, in the case of enlisted personnel, make a Page 4 and a Page 13 entry in the service record indicating scores achieved on the test.

g. Dissemination of Answer Sheets. NETPDTC will double wrap and mail all scored answer sheets by registered mail according to paragraph 5g.

h. Subsequent Testing. Personnel desiring to retest in the same language must either wait 6 months or obtain a waiver from CNO (N13F). Commanding officers of prospective examinees must ensure that the requirement to wait 6 months is satisfied by screening entries in the Officer Service Record or, in the case of enlisted personnel, by screening Page 4 and Page 13 entries in the service record. A Test Administration Statement should be signed by each examinee stating that he/she has not taken a test for a particular language within the past 6 months. This statement should be retained for 1 year in the examinee's service record.

i. Foreign Language Proficiency Pay (FLPP). The FLPP program is explained in reference (f).

F. M. DIRREN, JR.
Acting

Distribution:
SNDL Parts 1 and 2

Chief of Naval Education and Training
(Code 0041)
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Pensacola FL 32508-5220 (50 copies)

Order from:
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COG "I" Material
700 Robbins Ave
Philadelphia PA 19111-5098 (100 copies)

SAMPLE FORMAT FOR REQUESTING LANGUAGE TESTS

1550
(Orig. code)
(Date)

FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE

From:

To: Commanding Officer, Naval Education and Training
Professional Development and Technology Center (N3217)

Subj: REQUEST FOR DEFENSE LANGUAGE PROFICIENCY TEST (DLPT),
DEFENSE LANGUAGE READING PROFICIENCY TEST (DLRPT), AND/OR
DEFENSE LANGUAGE APTITUDE BATTERY TEST (DLAB)

Ref: (a) CNETINST 1550.9D

1. The following test(s) is/are requested per reference (a):

a. _____ DLPT OR DLRPT in _____

b. _____ DLAB

2. The test(s) will be administered to _____
Name

_____ at _____
Rank/Rate SSN Duty Station UIC

3. Reason for request: (e.g., LT Smith indicated he is fluent in Spanish or YN2 Smith wishes to convert to the CTI rating.)

4. POC is _____ at DSN _____ or COMM _____

Signature

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Enclosure (1)

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LANGUAGE IDENTIFICATION CODES

DEFENSE LANGUAGE PROFICIENCY
TESTS (DLPT)

<u>LANGUAGE</u>	<u>CODES</u>
ALBANIAN	AB
ARABIC	AD
BURMESE	BY
BULGARIAN	BU
CAMBODIAN	CA
CHINESE AMOY	YD
CHINESE CANTONESE	CC
*CHINESE MANDARIN	CM
**CHINESE MANDARIN	CM
CZECH	CX
DANISH	DA
DUTCH/FLEMISH	DU/FL
FRENCH	FR
GERMAN	GM
GREEK	GR
HEBREW	HE
HUNGARIAN	HU
ICELANDIC	JC
INDONESIAN	JN
ITALIAN	JT
JAPANESE	JA
KOREAN	KP
LAO	LC
LITHUANIAN	LT
NORWEGIAN	NR
PERSIAN	PF
POLISH	PL
PORTUGUESE-BRAZILIAN	PQ
PORTUGUESE-EUROPEAN	PT
ROMANIAN	RQ
RUSSIAN	RU
SERBO-CROATIAN	SC
SLOVENIAN	SL
SPANISH	QB
SWAHILI	SW
SWEDISH	SY
TAGALOG	TA
THAI	TH
TURKISH	TU
UKRAINIAN	UK
VIETNAMESE	VN
YIDDISH	YJ

DEFENSE LANGUAGE READING
PROFICIENCY TESTS (DLRPT)

<u>LANGUAGE</u>	<u>CODES</u>
AMHARIC	AC
HAITIAN-CREOLE	HC
HAUSA	HS
HINDI	HJ
* ADMINISTERED TO CHINESE AMERICANS FROM TAIWAN OR THOSE WHO ATTENDED PRIVATE CHINESE SCHOOLS IN AMERICA	
** ADMINISTERED TO PERSONNEL TRAINED IN FULL OR CLASSICAL CHARACTERS, RATHER THAN SIMPLIFIED CHARACTERS	

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DEFENSE LANGUAGE RELATIONAL MATRIX

<u>DATA CODE</u>	<u>SKILL LEVEL</u>	<u>PROFICIENCY</u>	<u>DEFINITION</u>	CONVERTED	
				SCORE (DLPT AND DLRPT)	RAW SCORE (DLPTI)
00	0	No	proficiency	0-24	0-20
06	0+	Memorized	proficiency	25-29	21-23
10	1	Elementary	proficiency	30-35	24-29
16	1+	Elementary	proficiency, plus	36-39	30-35
20	2	Limited	working proficiency	40-45	36-42
26	2+	Limited	working proficiency, plus	46-49	43-48
30	3	General	professional proficiency	50+	49-60

36	3+	General	professional proficiency, plus	ADVANCED PROFICIENCY	
40	4	Advanced	professional proficiency	:	
46	4+	Advanced	professional proficiency, plus	:	
50	5	Functionally	native proficiency	:	

